



City of Tempe

TRANSPORTATION LEAD – SIGNING & STRIPING

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	473	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$23.390865
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$31.577855
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	ITS Signal Technician II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from Traffic Operations Supervisor or from other supervisory staff.
Exercises functional and technical supervision over Transportation Worker I/II+, Sign Technician and temporary employees.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of increasingly responsible transportation maintenance experience.
<i>Education:</i>	Equivalent to completion of twelfth grade supplemented by applicable training in equipment operation and maintenance and the ability to read, write and perform mathematical calculations involving fractions, decimals and percentages at a level necessary for successful job performance. Basic computer skills preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none">• Must possess and maintain a valid driver's license.• Possession of, or required to obtain a Work Zone Traffic Control Safety Certification and Signs and Markings Level I and Signs and Markings Level II within 1 year of hire or promotion date.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's mission and values. To lead and participate in the maintenance and operation of assigned area of responsibility. Perform a wide variety of advanced and specialized duties, providing technical guidance, assigning and monitoring work, in accordance with required standards.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times;
- Recommend and assist in the implementation of goals and objectives; establish methods, parameters and schedules for operation and maintenance activities; implement policies and procedures;
- Plan, prioritize, assign, lead and review the work of staff in maintenance and operations work relating to streets, right-of-way infrastructure;
- Provides technical advice to staff, including handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input on employee's performance. May provide input to the supervisor on hiring, formal written performance evaluation, reclassification, promotions, and merit increases;
- Act as a coach and mentor to team members; facilitate and participate in team member's Individual Development Plans;
- Establish and maintain effective working relationships with team members and the general public;
- Assist in establishing methods and schedules for maintenance and operations activities; coordinate work schedules with other City departments;
- Evaluate operations and activities in assigned areas of responsibility and recommend improvements and modifications;
- Investigate complaints and requests for service from the general public and recommend corrective actions;
- Create and close work orders; receives, reviews, completes and/or maintains various forms, schematics, reports, correspondence, records, databases and/or other documents per local, state and federal regulatory requirements;
- Prepare reports and maintain time and material, ensures availability of adequate supplies, equipment. Initiates requests for inventory replacement and assist with vendor selections. Receives and distributes equipment and supplies;
- Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service;
- Utilize proper safety procedures and precautions related to all work performed;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs. (i.e. signs, barricades, bags of thermal plastic materials, sign shop materials, 5 gallon buckets of curbing paint);
- Move heavy objects (up to 1500 lbs.) with forklift, dolly, etc.;
- Operate city vehicles (1/2, ¾, and 1 ton trucks pulling trailers);
- Use power tools (i.e. drills, saws, gas powered blowers);
- Use tools (i.e. general hand tools, power and manual);
- Climb stairways and ladders;
- Traverse uneven surfaces during site visits;
- Operate computers, calculators and other office machines (open and close Hansen work orders, order materials);
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc. (working outside within the right of way or roadways);
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc. (possibility of falling from ladder, power tools noise, power tool equipment hazards);
- May require working extended hours;
- Operate city equipment (i.e. fork lift and aerial lift).

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective April 2016

Revised December 2016 (update physical/mental activities)

Revised March 2019 (PW reorg - moved to Engineering & Transp. Dept.)